

RECRUITMENT RULES

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GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (EDUCATION-I)

(G.O. Ms. No. 19, dated 9th April 2013)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. F.5/4/65-GP., dated 11th January 1965 of the Government of India, Ministry of Home Affairs, New Delhi, the Lieutenant-Governor, Puducherry hereby makes the following rules, regulating the method of recruitment to the Group 'C' post of Data Entry Operator in the Motilal Nehru Government Polytechnic College, Puducherry, namely :—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Motilal Nehru Government Polytechnic College, Puducherry, Group 'C' Non-Gazetted Post of Data Entry Operator Recruitment Rules, 2013.

(2) These rules shall come into force on and from the date of their publication in the official gazette.

2. *Number of post its classification, Pay Band and Grade Pay/Pay Scales.*— The number of the said post, its classification and the Pay Band and Grade Pay/Pay Scales attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said post, age-limit, qualification and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualifications.*— No person,—

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post :

Provided that the Lieutenant-Governor, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

5. *Power to relax.*— Where the Lieutenant-Governor, Puducherry is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect the reservations, relaxations in upper age-limit and other concessions required to be provided for the scheduled castes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE

**RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR IN THE
MOTILAL NEHRU GOVERNMENT POLYTECHNIC COLLEGE, PUDUCHERRY**

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| 1. Name of the post | : Data Entry Operator |
| 2. Number of posts | : 2 (Two) (2013) Subject to variation dependent on work-load. |
| 3. Classification | : General Central Services – Group ‘C’ Non-Gazetted - Non-Ministerial. |
| 4. Pay Band and Grade Pay/Pay Scale | : PB-1 ₹ 5,200-20,200 + Grade Pay of ₹ 2,800 |
| 5. Whether selection post or non-selection post | : Not applicable |
| 6. Age-limit for direct recruits | <p>: Between 18 and 30 years (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government, provided such Government servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made).</p> <p><i>Note :</i> (1) In the case of recruitment made through the Employment Exchange the crucial date for determining the age-limit shall in each case, be the last date up to which the Employment Exchanges are asked to submit the names.</p> <p><i>Note :</i> (2) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications.</p> |
| 7. Educational and other qualifications required for direct recruits. | <p>: A degree in Computer Science/Computer Applications/ Information Technology from a recognised University.</p> <p align="center">(OR)</p> <p>(i) Any degree with one year Diploma in Computer Science/ Computer Applications/Information Technology from a recognised University/Institution.</p> <p>(ii) Speed of 8000 depression per hour.</p> <p>(iii) A pass in skill test conducted by the Recruitment Committee.</p> |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | : Not applicable |
| 9. Period of probation, if any | : Two years |

10. Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. : By direct recruitment
*Note : (1) The incumbents holding the post on *ad hoc* basis for more than 20 years shall be deemed to have been appointed to the post at the initial constitution.*
Note : (2) When the existing incumbents cease to hold the post the same shall be filled by the Information Technology Department from among the common category of Data Entry Operator.
11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion / deputation / absorption to be made. : Not applicable
12. If a Departmental Promotion Committee/Recruitment Committee exists, what is its composition? : *Group 'C' Departmental Promotion Committee (for considering cases of confirmation)/Recruitment Committee :—*
 (1) Secretary to Government (Education) . . Chairman
 (2) Joint/Deputy/Under Secretary (Education) . . Member
 (3) Director of Higher and Technical Education . . Member
13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. : Not applicable

(By order of the Lieutenant-Governor)

M. GUNASEKARAN,
 Under Secretary to Government (Education).